



School Volunteer Information

Welcome Kilgore Independent School District Volunteers!

Thank you for your willingness to serve as a volunteer in our schools. Your personal commitment provides our young people with a role model of responsible citizenship.

Volunteers are a much appreciated and highly respected group of individuals who make up a very important part of our educational team. Kilgore ISD and its professional educators witness the rewards of volunteer partnerships between our community and our schools.

Whether you serve as a parent, grandparent, or community member, your participation in all volunteer activities is essential in developing our greatest asset- our youth. Your life experiences and resources help enable our staff members to accomplish much more than ever before.

Each school in Kilgore ISD has their own individual needs. Your volunteer assignment will be in alignment with the needs of the school you serve, the resources you have to offer, and the personality of the school.

We are grateful for your interest in serving. I hope your experience as a volunteer will be rewarding and that your life will be richer for the time you spend with our students.

Cara Cooke, Kilgore ISD Superintendent

“Making a Difference, Whatever It Takes”



Guidelines and Information

As a volunteer you will be assisting the staff at the school to provide an enhanced educational experience for the students. Your contribution is a vital one and will be an important part of the total instructional effort. Teachers and students will be counting on you. Be sure that you take your responsibilities seriously as a member of the educational team.

In Kilgore ISD, school volunteers must always work under the supervision of school staff members. Make sure that you are working in an open, visible area and do not allow yourself to be in a situation where your actions might be misconstrued.

All volunteer activities take place on the school grounds during school hours under general supervision of school staff. Exceptions can include chaperoned field trips, booster club activities, and district level activities. Siblings should not accompany volunteers. Children can interrupt procedures and prevent the volunteer from giving full attention to the work assigned.

Volunteer Application & DPS CCH Process

Individuals must submit a completed Volunteer Application every school year. Applications are available online at www.kisd.org or from the District Volunteer Coordinator at the Administration building. There is also a kiosk located in the lobby of the Kilgore ISD Administration building located on 301 N Kilgore Street.

Kilgore ISD requires individuals who serve as school volunteers to submit a criminal history check. All information is confidential. Kilgore ISD reserves the right to refuse volunteer placement to individuals with disqualifying criminal convictions. Completed applications and DPS Computerized Criminal History forms must be submitted to the District Volunteer Coordinator prior to volunteering.

Confidentiality

The law requires that you keep all student information confidential. A misplaced comment can be devastating to a student, family, and the volunteer program. If you have questions or concerns, talk with a teacher, the campus principal, or the district volunteer coordinator.



Volunteer Roles and Job Descriptions

Kilgore ISD volunteers are individuals who donate their time, without financial compensation, to benefit our students. The volunteer participation may occur in a classroom setting during the school day or outside the school setting as part of an extracurricular activity.

There are many ways to get involved in Kilgore ISD schools, and each school's needs are different. Contact the school where you would like to volunteer for more information on their needs and volunteer opportunities. As a volunteer, you will make a difference!

Activity Volunteers give important support as needed for special groups and/or projects.

Classroom Volunteers work closely with classroom teachers and assistants in helping with various projects, preparing instructional materials and interacting with students.

Field Trip Chaperones supervise a group of students and monitor each student's behavior during the school-sponsored field trips throughout the year.

Mentors work with students on a regular basis. The main goal is to motivate students to achieve academically and stay in school. Through establishing a one-on-one relationship, setting short term goals, and serving as positive role models, mentors can provide encouragement and friendship to a student.

Watch D.O.G.S serve as positive male role models and help increase a sense of security in the building. Students who do not have a male role model gain a positive one. Fathers and father-figures can spend meaningful time with their students in the school setting and gain a greater awareness of the positive impact they can have on their student's life, just by being a 'dad'. They also can learn how better to partner with the school to meet educational goals of students.

Guidelines and Information Continued

Discipline

It is the responsibility of the teacher to discipline students. As a volunteer you may not do so. You should discuss any discipline problems with the supervising teacher or campus principal before they escalate.

Signing In and Out/Name Badges

All volunteers must follow standard procedures of signing in and out each time they come to the school. We must have a Volunteer Application and DPS Computerized Criminal History form completed before we can allow any volunteers onto the campuses. After paperwork has been completed and turned in to the district volunteer coordinator, you will receive a name badge. Volunteers must still present their driver's license each time they visit a campus so that it may be scanned through the Raptor System. Records are maintained for the security of our students as well as documentation of community involvement hours which may be used for recognition as well as data for grant proposals. All volunteers are required to wear their volunteer badge while on campus and at off campus school-related activities.

District Volunteer Coordinator

If you have any questions or concerns, you can contact your district volunteer coordinator, Millicent Dickey at 903-988-3900 or by e-mail MDickey@kisd.org.

Reporting

Any volunteer who believes bullying or harassment has occurred should immediately report it to the school principal or contact the district volunteer coordinator. Volunteers must also report suspected child abuse to the Texas Abuse Hotline at 1 (800) 252-5400.

Conduct and Dress Code

As a volunteer, you are considered a role model for the students and should dress and act accordingly. Please follow the District Dress Code found on the KISD website regarding what is appropriate to wear on campus. If there are any questions ask a campus principal what is appropriate. Cell phones should not be used during volunteer time. NEVER take pictures of students or show students pictures of videos on your phone. Do not engage with our students on social media sites or through e-mail or texts.